

STATE OF TENNESSEE



TREASURY DEPARTMENT

STATE CAPITOL

NASHVILLE, TENNESSEE 37243-0225

DAVID H. LILLARD, JR.
STATE TREASURER

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RESPONSIBILITIES:

The Tennessee Department of Treasury is excited to announce the job posting for Administrative Assistant 2. This position is responsible for working on projects assigned by TCRS and other program areas of Treasury. Candidates must prepare and mail disability files to the Medical Advisor which includes record keeping, maintaining a log, copying, organizing, and mailing files. Candidates are required to answer phones and take messages when counselors and supervisors are unavailable. This position requires candidates to perform duties assigned by the supervisor or manager. The Treasury Department encourages all eligible candidates to apply for the Administrative Assistant 2 position.

MINIMUM QUALIFICATIONS:

- Associate's degree
- One year of full-time administrative type duties

State of Tennessee
Treasury Department
Class Specification

Class Title

Administrative Assistant 2

Salary Grade

024

Beginning at \$29,832

Effective Date

Non-Civil Service Division

TCRS-Counseling Services

General Character of Duties

Definition: Under the supervision of the Supervisor of Field Services, is responsible for secretarial work of average difficulty and performs related work as required.

Example of Duties and Responsibilities:

1. Greets members as they come into the office and directs them to the proper area.
2. Works on projects as assigned by TCRS and the other program areas of Treasury (Claims Administration, College Savings, UCP).
3. Prepares and mails disability files to the Medical Advisors which includes recordkeeping, maintaining a log, copying, organizing and mailing files.
4. Answers the phones and take messages during times when counselors and supervisors are counseling or at meetings
5. Provides administrative support to the program areas of Treasury (TCRS, Claims Administration, College Savings, UCP) as needed.
6. Performs other duties as assigned by the Supervisor of Field Services and/or Manager of Counseling Services.

Minimum Qualifications

Education and Experience: Associates degree and experience equivalent to one year of full-time administrative type duties. Ability to type accurately from plain copy. Good knowledge of spelling, grammar, sentence structure and basic math.

Criminal background check and social security trace are required.